



Industrial Training Institute

OFFICE OF THE PRINCIPAL  
GOVT. INDUSTRIAL TRAINING INSTITUTE  
KONA, DISTT. KANGRA (H.P.)



Skill India  
कौशल भारत - कुशल भारत

No. ITI/Kona/Estt/2022/- 38

Dated: 13/02/2025

To,

M/s pCube Software Solution,  
"pCube House" Near Palanpur Ahmedabad Flyover,  
Behind Mangalmurti Mart Palanpur, Gujarat-385001.


**Subject: Regarding disclosure under Section 4(1)(b) of Right to Information Act, 2005.**

Sir,

In reference to the above subject, it is respectfully submitted that mandatory information is required to be uploaded on the website [www.itikona.edu.in](http://www.itikona.edu.in) of Govt. Industrial Training Institute, Kona under RTI Act 2005. Therefore, you are respectfully requested to upload the information under RTI tab in the website of this institute as per the attached information. The above information is sent to your service for further action.

Yours faithfully.

Encls: As above.

  
Principal  
Govt. Industrial Training Institute  
Kona, District Kangra (H.P.)

**Disclosure under Section 4(1)(b) of Right to Information Act, 2005**

**Section 4(1)(b)(i)**

**The particulars of its organization, functions and duties:-**

Name of organization	Govt. ITI Kona
Establishment and Address	Established in the year 2022 Govt. ITI Kona, Village Kona P.O. Kona, Tehsil Thural Distt. Kangra HP-176103 E-mail:- <a href="mailto:pplitikona@gmail.com">pplitikona@gmail.com</a>
Contact No.	98166-14221
Website	<a href="http://www.itikona.edu.in">www.itikona.edu.in</a>
Code allotted by the DGT	ITI running under SCVT

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI Kona	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to Govt. ITI Kona.	<ol style="list-style-type: none"><li>1. All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.</li><li>2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.</li><li>3. Training programmers are carried out according to schemes.</li><li>4. Raw materials are purchased in time and duly supplied.</li><li>5. Machine and equipment are properly maintained.</li><li>6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.</li><li>7. Proper discipline is maintained in the institute.</li><li>9. There is close relationship between the trainees and the instructional staff.</li><li>10. Proper follow-up is maintained of the passed out trainees.</li><li>11. Proper security arrangements are maintained and safety precautions observed.</li></ol>
2	Electrician trade	To impart knowledge & skill to the trainees of Electrician trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	Solar Technician (Electrical) trade	To impart knowledge & skill to the trainees of Solar Technician (Electrical) trade.	-do-
4	Cosmetology Trade	To impart knowledge & skill to the trainees of Cosmetology trade	-do-

  
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Sr. No.	Section	Function	Duties
5	Workshop	Imparting Skill training to trainees	Workshop
6	IT Lab	To teach related to Computer	IT Lab
7	Library	Issuing books to trainees and the faculty, book keeping and maintenance.	Book keeping and purchasing new books & maintaining of the records.

### Section 4(1)(b)(ii)

#### POWERS & DUTIES OF OFFICERS AND EMPLOYEES:-

<b>Name</b>	Er. Vinod Kumar Dhiman
<b>Designation</b>	<b>Principal</b>
<b>Powers</b>	<ol style="list-style-type: none"> <li>1. To administer the Institution</li> <li>2. To take decisions in Administrative, Academic &amp; Financial matters.</li> </ol>
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.</li> <li>2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.</li> <li>3. Training Programmes are carried out according to schemes.</li> <li>4. Raw materials are purchased in time and duly supplied.</li> <li>5. Machine and equipment are properly maintained.</li> <li>6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.</li> <li>7. Proper discipline is maintained in the institute.</li> <li>8. There is close relationship between the trainees and the instructional staff.</li> <li>9. Proper follow-up is maintained of the passed out trainees.</li> <li>10. Proper security arrangements are maintained and safety precautions observed.</li> <li>11. Trainees get the proper medical aid and welfare arrangements are available.</li> <li>12. Proper facilities to the inspection staff of the State Directorate, DGE&amp;T, and other authorized bodies are provided.</li> </ol>

<b>Name</b>	-
<b>Designation</b>	<b>Group Instructor</b>
<b>Duties</b>	Post not created in this institute

  
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Designation	Instructor
Duties	<p><b>The Instructors will be responsible for</b></p> <ol style="list-style-type: none"> <li>1. Taking of classes in theory and practice according to the prescribed syllabus and graded exercises.</li> <li>2. Maintenance of attendance register, progress cards, raw-material register, tool an equipment register, manufacturing register and other sectional records in accordance with instructions.</li> <li>3. Checking and correcting of theory notes, practical work and journals of trainees.</li> <li>4. Preparing charts, drawing and other visual aid material for the section.</li> <li>5. Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.</li> <li>6. Requisitioning of tools and raw materials required for the section.</li> <li>7. Ensuring close relationship with the trainees.</li> <li>8. Attending to leave application of trainees.</li> </ol>

Name	Post not created in this institute
Designation	Superintendant Grade-II
Duties	-

Designation	Junior Office Assistant/Clerk
Duties	Performs the duties assigned by Head of Institution related to the seat of Accounts, Storekeeper, Diary Despatch, Training etc.

  
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### **Section 4(1)(b)(iii)**

#### **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

The procedure followed in the decision making process is as per the State Government/ DTE / DGT guidelines from time to time and accountability as fixed by the government from time to time.

### **Section 4(1)(b)(iv)**

#### **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-**

The norms set by Govt. from time to time by Govt. Gazette notification, by DGET norms and DTE & HPTSB, Himachal Pradesh regulations.

### **Section 4(1)(b)(v)**

#### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

The rules, regulations, instructions, manuals and records are followed by the employees for discharging its functions by using Treasury Manual Himachal civil Service code and instructions issued by DTE and HPTSB from time to time and also instruction available in their website

  
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### Section 4(1)(b)(vi)

#### A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :

Sl. No.	Category of the document	Procedure to obtain the documents
1	2	3
1	Bank Pass Books	The Documents can be obtained from concerned officer In-charges
2	Service Book	
3	Personal files	
4	Diary and Dispatch Registers	
5	Bill Register	
6	Book of Drawl register	
7	DCR	
8	Cash-Books	
9	Admission registers	
10	Demand Book	
11	Placement Record	
12	Trainees Result	
13	Vehicle log book( where vehicle is available)	
14	Duty attendance	
15	RTI Register	
16	Vidhan Sabha Question Register	
17	Files related to budget correspondence	
18	Files & documents related to building, Academic, Examination DET	
19	Files related to Procurement/Tender/Stock Register such as permanent stock register, raw material register, sub-stock register, indent book, work order, store return book	
20	Files related to Governing Body Meeting.	
21	Files related to trainees counseling.	
22	Files related to Hostel ,etc	

### Section 4(1)(b)(vii)

#### Details of consultative committees and other bodies State Fee Regulatory Committee (SFRC)

Not Applicable

  
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## Section 4(1)(b)(viii)

### Boards, Councils, Committees & Other Bodies Constituted

1. **Institution Management Committee.** No trade running in this ITI under IMC, hence IMC not constituted
2. Hostel Management Committee. N.A
3. Anti-ragging Committee.

Sr. No.	Officials of ITI Kona	Act As
1	Sh. Vinod Kumar Dhiman (Principal)	Nodal officer
2	Sh. Yash Paul (Instructor)	Member
3	Sh. Vijay Kumar (JOA IT)	Member

4. Quarters Allotment Committee. Not Applicable

5. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1	Sh. Vinod Kumar Dhiman (Principal)	Nodal officer
2	Smt. Veena Devi, Insturctor FD&T, Govt. Model ITI Garhjamula	Member
3	Sh. Yash Paul	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Vinod Kumar Dhiman (Principal)	Principal, Chairman
2	Sh. Yash Paul (Instructor)	Instructor, Member
3	Sh. Vijay Kumar	JOA (IT), Member
4	Trainees	03 Trainees of current session

7. Purchase committee of the institute.

Sr. No.	Officials of ITI	Act As
1	Principal	Chairman
2	Trade Instructor	Member
3	Store keeper	Member

11. Physical Verification committee.


Sr. No.	Employee & designation	Act As
1	Group Instructor, Govt. Model ITI Garhjamula	Member Secretary
2	Concerned official / Instructor/ Trainer	Member
3	Store keeper	Member

12. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Vinod Kumar Dhiman	Principal	Nodal Officer
2	Sh. Yash Paul	Instructor Electrician	Member

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Vinod Kumar Dhiman	Principal
2	Sh. Yash Paul	Instructor Electrician, Member
3	Sh. Vijay Kumar	D.A Training (Member)

  
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### Section 4(1)(b)(ix)

#### Directory of Officers and employees:-

Sr. No.	Name of the staff member (Sh./Smt.)	Designation	Office Ph. No.	Email
1	2	3	4	6
1	Sh. Vinod Kumar Dhiman	Principal	-	pplitikona@gmail.com
2	Sh. Yash Paul	Instructor Electrician	-	-do-
3	Sh. Vijay Kumar	JOA (IT)	-do-	-do-
4	Sh. Suresh Kumar	Chowkidar/Security Guard (Outsource)	-do-	-do-
5	Sh. Kushmber	Part Time Sweeper (Outsource)	-do-	-do-

### Section 4(1)(b)(x)

#### MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

Sr.No.	Name Officer/Official	Designation	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Sh. Vinod Kumar Dhiman	Principal	Level-16
2	Sh. Yash Paul	Instructor Electrician	Level-11
3	Sh. Vijay Kumar	JOA (IT)	Level-4
4	Sh. Suresh Kumar	Chowkidar/Security Guard	Outsource
5	Sh. Kushmber	Part Time Sweeper	Outsource

### Section 4(1)(b)(xi)

#### THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:-

#### Budget Availability Report

Financial year 2024-2025

Sr. No.	Object Code Description	Amount allocated
1	01-Salaries 27-2230-03-003-05-Soon-01-N-V	12,20,518/-
2	03-Travel Expense 27-2230-03-003-05-Soon-03-N-V	2,510/-
3	05-Office Expense 27-2230-03-003-05-Soon-05-N-V	1,00,000/-
4	33 -Material &Supplies 27-2230-03-003-05-Soon-33-N-V	50,000/-
5	65 -Remuneration to Outsource Employee 27-2230-03-003-05-Soon-65-P-V	1,55,092/-
6	31- Machinery & Equipment 32-2230-03-789-01-Soon-31-P-V	3,000/-
	<b>Total</b>	<b>15,31,120/-</b>



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**Section 4(1)(b)(xii)**  
**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

Not Applicable

**Section 4(1)(b)(xiii)**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED**

Not Applicable

**Section 4(1)(b)(xiv)**

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:-**

All the relevant details including the procurement, tender and student matter are made available on the website [itikona.edu.in](http://itikona.edu.in)

**Section 4(1)(b)(xv)**

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:-**

The institute has maintained its library restricted only to its trainees and staff. The library is not open for general public.

**Section 4(1)(b)(xvi)**

**THE NAMES ,DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS: -**

S. No.	Name	Designation	PhoneNo.	E-Mail
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Sh. Vinod Kumar Dhiman	Public Information Officer	98166-14221	pplitikona@gmail.com

**Section 4(1) (b)(xvii)**

**OTHER INFORMATION PRESCRIBED: -**

Besides this, information related to Govt. ITI Kona can be viewed on the official website of the institute.

  
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## **1. Disclosure of more items under Section 4 of the RTI Act, 2005:-**

### **1.1 Information related to procurement**

All the relevant details including the procurement, tender and student matter are available on the website [www.itikona.edu.in](http://www.itikona.edu.in)

### **1.2 Public Private Partnerships**

Govt. Industrial Training Institute, Kona not covered under Public Private Partnership scheme.

### **1.3 Transfer Policy and Transfer Orders**

This point comes under the purview of Govt. Transfer Orders as well as Transfer Policy are uploaded on the Departmental Website and a **Specific Link has been provided in the RTI Tab.**

### **1.4 RTI Applications**

Detail of Applications received seeking information under RTI Act, 2005 in the Institute has been uploaded on the Departmental Website in the RTI Tab.

### **1.5 CAG & PAC Paras**

Detail CAG & PAC Paras has been uploaded on the Departmental Website in the RTI Tab.

### **1.6 Citizens Charter**

Detail of Training facilities available to the youth of the State viz. Admission Procedure, Prospectus, Trades available, Examination Procedure, Results, etc. have been uploaded on the Departmental Website in the RTI Tab. with specific external links.

### **1.7 Discretionary and Non-Discretionary Grants**

-Nil-

### **1.8. Tours of Head of Office/Delegation**

Information of Tours of Head of Office will be uploaded on the Institutional Website in future.

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